

## Indiana Public Library Annual Report 2017

### 1 - General Information

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

01-001 Name of the person preparing this report \_\_\_\_\_

01-002 Preparer's phone number \_\_\_\_\_

01-003 Time zone in which library district headquarters is located \_\_\_\_\_

01-004 Library name \_\_\_\_\_

01-005 Library class \_\_\_\_\_

01-006 Library director \_\_\_\_\_

01-007 Street address \_\_\_\_\_

01-008 City \_\_\_\_\_

01-009 ZIP code \_\_\_\_\_

01-010 Is your mailing address the same as the address listed above? \_\_\_\_\_

01-011 Mailing address \_\_\_\_\_

01-012 Mailing city \_\_\_\_\_

01-013 Mailing ZIP code \_\_\_\_\_

01-014 Congressional district number \_\_\_\_\_

01-015 Phone \_\_\_\_\_

01-016 FAX \_\_\_\_\_

01-017 Does your library have an answering machine, voice mail or other similar technology?  
\_\_\_\_\_

01-018 Library URL \_\_\_\_\_

01-019 Public library email address, or a means of electronic contact listed on the library's website  
\_\_\_\_\_

#### Building Questions

01-020 The year the current central library was built \_\_\_\_\_

01-021 Year of the most recent structural addition or alteration to the current central library  
\_\_\_\_\_

01-022 What is the square footage of the central library? \_\_\_\_\_

01-023 Click here to complete the central library daily hours.

This link will take you to a table where you can record the regular hours that the central library is open.

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-023a If your central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-Noon, 2:00PM-5:00PM), please provide and describe those hours here.  
\_\_\_\_\_

01-038 Total open hours for the central library during a typical week \_\_\_\_\_

01-039 Total number of hours the central library is open after 5:00 PM per week  
\_\_\_\_\_

01-040 Total number of hours per week the central library is open on Saturday \_\_\_\_\_

01-041 Total number of hours per week the central library is open on Sunday \_\_\_\_\_

01-042 Number of weeks per year the central library was open in 2017 \_\_\_\_\_

01-043 Total central library hours open per year \_\_\_\_\_

#### Internet Access

01-044 Does the library have Internet access? \_\_\_\_\_

01-045 What type of Internet access is available in the central library? \_\_\_\_\_

01-046 Specify the download speed of Internet access in the central library.

Please specify the unit of measurement (e.g. 20 MBPS) \_\_\_\_\_

#### Branch Information

01-200 Total number of branches (If this answer = 0, skip Questions 01-200a through 01-237)

#### Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a Branch name \_\_\_\_\_

01-201a Branch street address \_\_\_\_\_

01-202a Branch city \_\_\_\_\_

01-203a Branch county \_\_\_\_\_

01-204a Branch ZIP \_\_\_\_\_

01-205a Is your mailing address the same as the address listed above? \_\_\_\_\_

01-206a Branch mailing address \_\_\_\_\_

01-207a Phone \_\_\_\_\_

01-208a Fax \_\_\_\_\_

01-209a Total square footage of branch \_\_\_\_\_

01-210a Year built \_\_\_\_\_

01-211a Year of the most recent structural addition or alteration to branch building

01-212a Number of weeks per year individual branch is open \_\_\_\_\_

01-213a Monday opening time \_\_\_\_\_

01-214a Monday closing time \_\_\_\_\_

01-215a Tuesday opening time \_\_\_\_\_

01-216a Tuesday closing time \_\_\_\_\_

01-217a Wednesday opening time \_\_\_\_\_

01-218a Wednesday closing time \_\_\_\_\_

01-219a Thursday opening time \_\_\_\_\_

01-220a Thursday closing time \_\_\_\_\_

01-221a Friday opening time \_\_\_\_\_

01-222a Friday closing time \_\_\_\_\_

01-223a Saturday opening time \_\_\_\_\_

01-224a Saturday closing time \_\_\_\_\_

01-225a Sunday opening time \_\_\_\_\_

01-226a Sunday closing time \_\_\_\_\_

01-227a Total open hours for branch library during a typical week. \_\_\_\_\_

01-228a Does the branch library have Internet access? \_\_\_\_\_

01-229a What type of Internet access is available in the branch library? \_\_\_\_\_  
01-230a Specify the speed of Internet access in the branch library \_\_\_\_\_

01-237 Total annual hours of all branches \_\_\_\_\_

#### Bookmobile Information

01-300 Total number of bookmobiles (If this answer = 0, skip Questions 01-301a through 01-316)

#### Individual Bookmobile Information

01-301a Bookmobile name \_\_\_\_\_

01-302a Street address \_\_\_\_\_

01-303a City \_\_\_\_\_

01-304a County \_\_\_\_\_

01-305a ZIP \_\_\_\_\_

01-306a Is your mailing address the same as the address listed above? \_\_\_\_\_

01-307a Mailing address \_\_\_\_\_

01-308a Phone \_\_\_\_\_

01-309a Fax \_\_\_\_\_

01-310a Total number of hours bookmobile is open during a typical week

01-311a Number of weeks bookmobile is open \_\_\_\_\_

01-312a Does the bookmobile have Internet access? \_\_\_\_\_

01-313a What type of Internet access is available in the bookmobile? \_\_\_\_\_

01-314a Specify the speed of Internet access in the bookmobile \_\_\_\_\_

01-315 Total annual hours of all bookmobiles \_\_\_\_\_

01-500 Total system public service hours per year \_\_\_\_\_

## 2 - Registrations

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001 Total number of individual resident registered users \_\_\_\_\_

02-002 Total number of users from contracting areas \_\_\_\_\_

02-003 Total number of individual non-resident (non-taxed) registered users

02-004 Total number of reciprocal users \_\_\_\_\_

02-005 Total number of PLAC users \_\_\_\_\_

02-006 Total number of non-resident cards issued to student users \_\_\_\_\_

02-007 Total number of non-resident cards issued to school employees \_\_\_\_\_

02-008 Total number of non-resident cards issued to library employees \_\_\_\_\_

02-009 Amount of individual non-resident fee \_\_\_\_\_

02-010 Date that the library board adopted this fee \_\_\_\_\_

02-011 Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?

\_\_\_\_\_

3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions. If your library did not make changes to your service area, carry over the unit type from the previous year.

2010 Census figures are used for all calculations

- 03-001 Name of primary county \_\_\_\_\_
- 03-002 Total Assessed Valuation for Library District \_\_\_\_\_
- 03-003 Operating Tax Rate \_\_\_\_\_
- 03-004 Source year for data \_\_\_\_\_
- 03-005 BIRF/Lease Rental Tax Rate \_\_\_\_\_
- 03-006 LCPF Tax Rate \_\_\_\_\_
- 03-007 Did your library roll the LCPF into the operating tax rate? \_\_\_\_\_
  
- 03-008 Name for additional county \_\_\_\_\_
- 03-009 Total Assessed Valuation for additional county \_\_\_\_\_
- 03-010 Operating Tax Rate for additional county \_\_\_\_\_
- 03-011 BIRF/Lease Rental Tax Rate \_\_\_\_\_
- 03-012 LCPF Tax Rate \_\_\_\_\_
  
- 03-013 Total district population without contract \_\_\_\_\_
- 03-014 Total district population with contracts \_\_\_\_\_
  
- 03-015 Political subdivision name \_\_\_\_\_
- 03-016 Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only) \_\_\_\_\_
- 03-017 Population 2010 census (taxed & served) \_\_\_\_\_
- 03-018 Type of political unit (contracting units 5, 6, 7, 8, 10 only) \_\_\_\_\_
- 03-019 Population 2010 census (served by contract) \_\_\_\_\_

4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Local Government Operating Fund Income

- 04-001 Property Tax or CEDIT Operating Fund Income from Library Tax Rate  
\_\_\_\_\_
- 04-002 Miscellaneous Income Taxes or LIT (Local Income Tax) \_\_\_\_\_
- 04-003 Contractual Revenue Received for Service \_\_\_\_\_
- 04-004 Total Local Operating Fund Income \_\_\_\_\_
- State Government Operating Fund Income
- 04-005 Financial Institutions Tax (FIT) \_\_\_\_\_

- 04-006 License Vehicle Excise Tax \_\_\_\_\_
  - 04-007 Commercial Vehicle Excise Tax (CVET) \_\_\_\_\_
  - 04-008 Other State Operating Fund Income \_\_\_\_\_
  - 04-009 Source(s): \_\_\_\_\_
  - 04-010 Total State Operating Fund Income \_\_\_\_\_
  - Federal Government Operating Fund Income
  - 04-011 LSTA Grants \_\_\_\_\_
  - 04-012 Name of Non-Operating Fund \_\_\_\_\_
  - 04-013 Amount of LSTA grant placed in Non-Operating Fund \_\_\_\_\_
  - 04-014 Other Federal Grants Operating Fund Income \_\_\_\_\_
  - 04-015 List Source \_\_\_\_\_
  - 04-016 Total Federal Operating Fund Income \_\_\_\_\_
  - Other Operating Fund Income
  - 04-017 PLAC Reimbursement \_\_\_\_\_
  - 04-018 Fines and Fees \_\_\_\_\_
  - 04-019 Interest on Investments \_\_\_\_\_
  - 04-020 Gift Receipts Operating Fund Income \_\_\_\_\_
  - 04-021 Private and Public Foundation Grants Operating Fund Income \_\_\_\_\_
  - 04-022 Miscellaneous Operating Fund Income \_\_\_\_\_
  - 04-023 Source(s) \_\_\_\_\_
  - 04-024 Total Public and Private Foundation Grants Income (deposited into any fund)
- 
- 04-025 Total Other Operating Fund Income \_\_\_\_\_
  - 04-026 Total Operating Fund Income \_\_\_\_\_

5 - Expenditure Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Operating Fund Expenditures

- 05-001 Salaries/wages of all library staff \_\_\_\_\_
- 05-002 Employee benefits \_\_\_\_\_
- 05-003 Other personal services \_\_\_\_\_
- 05-004 Total personal services \_\_\_\_\_
- 05-005 Total staff expenditures \_\_\_\_\_
- 05-006 Total supplies \_\_\_\_\_
- Other Services and Charges
- 05-007 Professional services \_\_\_\_\_
- 05-008 Communication and transportation \_\_\_\_\_
- 05-009 Printing and advertising \_\_\_\_\_
- 05-010 Insurance \_\_\_\_\_
- 05-011 Utility services \_\_\_\_\_
- 05-012 Repairs and maintenance \_\_\_\_\_
- 05-013 Rentals \_\_\_\_\_
- 05-014 Debt service \_\_\_\_\_
- 05-015 Lease rental \_\_\_\_\_
- 05-016 Other \_\_\_\_\_

05-017 Total of other services and charges \_\_\_\_\_  
Capital Outlays from Operating Fund Expenditures  
05-018 Land \_\_\_\_\_  
05-019 Buildings \_\_\_\_\_  
05-020 Improvements other than buildings \_\_\_\_\_  
05-021 Furniture and equipment \_\_\_\_\_  
05-022 Capital outlays for public access computers, electronic reading and electronic media devices DO NOT REPORT in Q05-021 \_\_\_\_\_

Operating Fund Expenditure Data

05-023 Books (include book lease) \_\_\_\_\_  
05-024 Periodicals and newspapers \_\_\_\_\_  
05-025 Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic  
\_\_\_\_\_  
05-026 E-book, electronic collections, and database licensing/purchase/lease expenditures  
\_\_\_\_\_  
05-027 Electronic Physical Format, including Playaways and e-book readers  
\_\_\_\_\_

Non-Operating Fund Library Materials Expenditure Data

05-028 Books (include book lease) \_\_\_\_\_  
05-029 Periodicals and newspapers \_\_\_\_\_  
05-030 Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic  
\_\_\_\_\_  
05-031 E-book and electronic database licensing/purchase/lease expenditures  
\_\_\_\_\_  
05-032 Electronic physical format, including Playaways and e-book readers  
\_\_\_\_\_

05-033 Total expenditures for print materials \_\_\_\_\_  
05-034 Total expenditures for electronic materials \_\_\_\_\_  
05-035 Total expenditures for other materials \_\_\_\_\_  
05-036 Total expenditures for collections \_\_\_\_\_  
05-037 Total operating fund capital outlays \_\_\_\_\_  
05-038 Total operating fund expenditure for collection development \_\_\_\_\_  
05-039 Total non-operating fund expenditure for collection development \_\_\_\_\_

05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds \_\_\_\_\_

05-041 Total operating fund expenditures \_\_\_\_\_  
05-042 Other operating expenditures \_\_\_\_\_  
05-043 Total operating expenditures \_\_\_\_\_  
05-044 Total capital fund expenditures \_\_\_\_\_

Non-Resident Fee Standard

05-045 Total collection expenditures \_\_\_\_\_  
05-046 Total 2016 operating expenditures per capita \_\_\_\_\_  
05-047 Difference between 2016 OE per capita and non-resident fee (subtract Q02-009 from Q05-046).  
If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.  
\_\_\_\_\_

05-047a Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number) \_\_\_\_\_

05-048 Total 2017 operating expenditures per capita. PLEASE MAKE SURE YOUR 2018 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT \_\_\_\_\_

Collection Development Standard

05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure \_\_\_\_\_

## 6 - Capital Revenue

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001 Local government capital revenue \_\_\_\_\_

06-002 State government capital revenue \_\_\_\_\_

06-003 Federal government capital revenue \_\_\_\_\_

06-004 Other capital revenue \_\_\_\_\_

06-005 Total capital revenue \_\_\_\_\_

## 7 - Employment Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### ALA-MLS Librarians

07-001 Total number of all librarians with an ALA-MLS \_\_\_\_\_

07-002 Total number of paid hours per week for all ALA-MLS librarians \_\_\_\_\_

07-003 FTE for all librarians with an ALA-MLS \_\_\_\_\_

### ALL Librarians

07-004 Total number of all librarians, including ALA-MLS librarians \_\_\_\_\_

07-005 Total hours paid per week for all librarians, including ALA-MLS librarians \_\_\_\_\_

07-006 FTE for ALL librarians \_\_\_\_\_

### ALL Other Staff

07-007 Total number of all other paid staff \_\_\_\_\_

07-008 Total number of paid hours per week for all other paid staff \_\_\_\_\_

07-009 FTE for all other paid staff \_\_\_\_\_

07-010 Total number of all paid staff \_\_\_\_\_

07-011 Total number of paid hours per week for all paid staff \_\_\_\_\_

07-012 FTE for all paid staff \_\_\_\_\_

07-013 Number of hours per week considered to be full-time employment in your library \_\_\_\_\_

## 8 - Library Service and Technology

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Interlibrary Loans

- 08-001 Number of interlibrary loan items (loans and photocopies) your library has provided to other libraries \_\_\_\_\_
- 08-002 Evergreen transits to other libraries (number will be supplied by the Indiana State Library) \_\_\_\_\_
- 08-003 SRCS materials provided to other libraries (number will be supplied by the Indiana State Library) \_\_\_\_\_
- 08-004 Total number of loans provided to other libraries \_\_\_\_\_
- 08-005 Number of interlibrary loan items (loans and photocopies) your library has borrowed from other libraries \_\_\_\_\_
- 08-006 Evergreen transits received from other libraries (number will be supplied by the Indiana State Library) \_\_\_\_\_
- 08-007 SRCS materials received from other libraries (number will be supplied by the Indiana State Library) \_\_\_\_\_
- 08-008 Total number of loans received from other libraries \_\_\_\_\_
- 08-009 Net Lending Rate (number of items loaned divided by number of items borrowed) \_\_\_\_\_

Children's (0 - 11 years) Library Programs

- 08-010 Number of Children's (0 - 11 years) programs held in the library \_\_\_\_\_
- 08-011 Number of Children's (0 - 11 years) programs held outside of the library \_\_\_\_\_

Young Adult (12 - 18 years) Library Programs

- 08-012 Number of Young Adult (12 - 18 yrs) programs held in the library \_\_\_\_\_
- 08-013 Number of Young Adult (12 - 18 yrs) programs held outside of the library \_\_\_\_\_

Adult (18+ years) Library Programs

- 08-014 Number of Adult (18+ yrs) programs held in the library \_\_\_\_\_
- 08-015 Number of Adult (18+ yrs) programs held outside of the library \_\_\_\_\_

General (All Ages) Library Programs

- 08-016 Number of General (All ages) programs held in the library \_\_\_\_\_
- 08-017 Number of General (All ages) programs held outside of the library \_\_\_\_\_

- 08-018 Total number of non-library sponsored programs \_\_\_\_\_
- 08-019 Total number of all library sponsored programs \_\_\_\_\_

Attendance at Children's (0 - 11 years) Programs

- 08-020 Attendance at Children's (0 - 11 years) programs held in the library \_\_\_\_\_
- 08-021 Attendance at Children's (0 - 11 years) programs held outside of the library \_\_\_\_\_

Attendance at Young Adult (12 - 18 yrs) Programs

- 08-022 Attendance at Young Adult (12 - 18 yrs) programs held in the library \_\_\_\_\_
- 08-023 Attendance at Young Adult (12 - 18 yrs) programs held outside of the library \_\_\_\_\_

Attendance at Adult (18+ yrs) Programs

- 08-024 Attendance at Adult (18+ yrs) programs held in the library \_\_\_\_\_
- 08-025 Attendance at Adult (18+ yrs) programs held outside of the library \_\_\_\_\_

Attendance at General (All ages) Programs

08-026 Attendance at General (All ages) programs held in the library \_\_\_\_\_

08-027 Attendance at General (All ages) programs held outside of the library  
\_\_\_\_\_

Attendance Totals

08-028 Total attendance at non-library sponsored programs \_\_\_\_\_

08-029 Total Children's program attendance \_\_\_\_\_

08-030 Total Young Adult program attendance \_\_\_\_\_

08-031 Total attendance at library sponsored programs \_\_\_\_\_

Summer Reading Program for Children

08-032 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location? \_\_\_\_\_

08-033 Total number of annual visits in the library \_\_\_\_\_

08-034 Total number of reference transactions per year \_\_\_\_\_

Electronic Collections (includes Licensed Databases)

08-035 Number of state-licensed databases (INSPIRE databases) \_\_\_\_\_

08-036 Number of local and other (not INSPIRE) licensed databases \_\_\_\_\_

08-037 Name(s) of public use/commercial databases to which the library subscribes  
\_\_\_\_\_

08-038 Total electronic collections \_\_\_\_\_

Public Computers

08-039 Number of public Internet computers uses per year \_\_\_\_\_

08-040 Total number of wireless hubs, system-wide \_\_\_\_\_

08-041 Number of wireless Internet uses per year \_\_\_\_\_

08-042 Number of public computers system-wide \_\_\_\_\_

08-043 Number of staff computers \_\_\_\_\_

Library System Automation

08-044 Does your library have an automated bookkeeping system? \_\_\_\_\_

08-045 Name of bookkeeping system \_\_\_\_\_

08-046 Brand and version of Integrated Library System \_\_\_\_\_

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001 Circulation of Physical Items \_\_\_\_\_

09-002 Use of electronic materials (e.g. e-books circulated or electronic materials downloaded annually) \_\_\_\_\_

09-003 Successful retrieval of electronic information (e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)  
\_\_\_\_\_

09-004 Total electronic content use (total of 09-002 + 09-003) \_\_\_\_\_

09-005 Circulation of all children's materials \_\_\_\_\_

09-006 Total circulation of all materials (total of 09-001 + 09-002) \_\_\_\_\_

09-007 Total collection use (total of 09-001 + 09-002 + 09-003) \_\_\_\_\_

09-008 Total in-house usage of materials \_\_\_\_\_

Selected Holdings

- 09-009 Books (print) \_\_\_\_\_
- 09-010 Does the library belong to an e-book consortium? \_\_\_\_\_
- 09-011 Name of e-book consortium \_\_\_\_\_
- 09-012 Electronic books (e-books) (LOCAL HOLDINGS) \_\_\_\_\_
- 09-013 Electronic books (e-books) (CONSORTIUM HOLDINGS) \_\_\_\_\_
- 09-014 Electronic books (e-books) (TOTAL) SUM OF 09-012 + 09-013 \_\_\_\_\_
- 09-015 Video materials - physical units \_\_\_\_\_
- 09-016 Video materials - downloadable units (LOCAL HOLDINGS) \_\_\_\_\_
- 09-017 Video materials - downloadable units (CONSORTIUM HOLDINGS) \_\_\_\_\_
- 09-018 Video materials - downloadable units (TOTAL) SUM OF 09-016 + 09-017 \_\_\_\_\_
- 09-019 Audio materials - physical units \_\_\_\_\_
- 09-020 Audio materials - downloadable units (LOCAL HOLDINGS) \_\_\_\_\_
- 09-021 Audio materials - downloadable units (CONSORTIUM HOLDINGS) \_\_\_\_\_
- 09-022 Audio materials - downloadable units (TOTAL) SUM OF 09-020 + 09-021 \_\_\_\_\_
- 09-023 Current print serial subscriptions \_\_\_\_\_
- 09-024 Current electronic serials subscriptions \_\_\_\_\_

10 - Library Board

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- 10-0001 Position: President \_\_\_\_\_
- 10-0002 First name \_\_\_\_\_
- 10-0003 Middle initial/name \_\_\_\_\_
- 10-0004 Last name \_\_\_\_\_
- 10-0005 Home address \_\_\_\_\_
- 10-0006 City \_\_\_\_\_
- 10-0007 ZIP code \_\_\_\_\_
- 10-0008 E-mail address \_\_\_\_\_
- 10-0009 Appointing authority \_\_\_\_\_
- 10-0010 Date term expires \_\_\_\_\_
- 10-0011 Number of consecutive terms \_\_\_\_\_
- 10-0012 Date initially appointed \_\_\_\_\_
- 10-0101 Position: Vice President \_\_\_\_\_
- 10-0102 First name \_\_\_\_\_
- 10-0103 Middle initial/name \_\_\_\_\_
- 10-0104 Last name \_\_\_\_\_
- 10-0105 Home address \_\_\_\_\_
- 10-0106 City \_\_\_\_\_
- 10-0107 ZIP code \_\_\_\_\_
- 10-0108 E-mail address \_\_\_\_\_
- 10-0109 Appointing authority \_\_\_\_\_

10-0110 Date term expires \_\_\_\_\_  
10-0111 Number of consecutive terms \_\_\_\_\_  
10-0112 Date initially appointed \_\_\_\_\_

10-0201 Position: Secretary \_\_\_\_\_  
10-0202 First name \_\_\_\_\_  
10-0203 Middle initial/name \_\_\_\_\_  
10-0204 Last name \_\_\_\_\_  
10-0205 Home address \_\_\_\_\_  
10-0206 City \_\_\_\_\_  
10-0207 ZIP code \_\_\_\_\_  
10-0208 E-mail address \_\_\_\_\_  
10-0209 Appointing authority \_\_\_\_\_  
10-0210 Date term expires \_\_\_\_\_  
10-0211 Number of consecutive terms \_\_\_\_\_  
10-0212 Date initially appointed \_\_\_\_\_

10-0301 Position: Treasurer (Boards may have either Treasurer or Treasurer/Employee, but not both)

\_\_\_\_\_  
10-0302 First name \_\_\_\_\_  
10-0303 Middle initial/name \_\_\_\_\_  
10-0304 Last name \_\_\_\_\_  
10-0305 Home address \_\_\_\_\_  
10-0306 City \_\_\_\_\_  
10-0307 ZIP code \_\_\_\_\_  
10-0308 E-mail address \_\_\_\_\_  
10-0309 Appointing authority \_\_\_\_\_  
10-0310 Date term expires \_\_\_\_\_  
10-0311 Number of consecutive terms \_\_\_\_\_  
10-0312 Date initially appointed \_\_\_\_\_

10-0401 Position: Treasurer / Employee (Boards may have either Treasurer or Treasurer/Employee, but not both) \_\_\_\_\_

10-0402 First name \_\_\_\_\_  
10-0403 Middle initial/name \_\_\_\_\_  
10-0404 Last name \_\_\_\_\_  
10-0405 Home address \_\_\_\_\_  
10-0406 City \_\_\_\_\_  
10-0407 ZIP code \_\_\_\_\_  
10-0408 E-mail address \_\_\_\_\_  
10-0409 Appointing authority \_\_\_\_\_  
10-0410 Date term expires \_\_\_\_\_  
10-0411 Number of consecutive terms \_\_\_\_\_  
10-0412 Date initially appointed \_\_\_\_\_

10-0501 Position: Member \_\_\_\_\_  
10-0502 First name \_\_\_\_\_  
10-0503 Middle initial/name \_\_\_\_\_

10-0504 Last name \_\_\_\_\_  
10-0505 Home address \_\_\_\_\_  
10-0506 City \_\_\_\_\_  
10-0507 ZIP code \_\_\_\_\_  
10-0508 E-mail address \_\_\_\_\_  
10-0509 Appointing authority \_\_\_\_\_  
10-0510 Date term expires \_\_\_\_\_  
10-0511 Number of consecutive terms \_\_\_\_\_  
10-0512 Date initially appointed \_\_\_\_\_

10-0601 Position: Member \_\_\_\_\_  
10-0602 First name \_\_\_\_\_  
10-0603 Middle initial/name \_\_\_\_\_  
10-0604 Last name \_\_\_\_\_  
10-0605 Home address \_\_\_\_\_  
10-0606 City \_\_\_\_\_  
10-0607 ZIP code \_\_\_\_\_  
10-0608 E-mail address \_\_\_\_\_  
10-0609 Appointing authority \_\_\_\_\_  
10-0610 Date term expires \_\_\_\_\_  
10-0611 Number of consecutive terms \_\_\_\_\_  
10-0612 Date initially appointed \_\_\_\_\_

10-0701 Position: Member \_\_\_\_\_  
10-0702 First name \_\_\_\_\_  
10-0703 Middle initial/name \_\_\_\_\_  
10-0704 Last name \_\_\_\_\_  
10-0705 Home address \_\_\_\_\_  
10-0706 City \_\_\_\_\_  
10-0707 ZIP code \_\_\_\_\_  
10-0708 E-mail address \_\_\_\_\_  
10-0709 Appointing authority \_\_\_\_\_  
10-0710 Date term expires \_\_\_\_\_  
10-0711 Number of consecutive terms \_\_\_\_\_  
10-0712 Date initially appointed \_\_\_\_\_

10-0801 Position: Member \_\_\_\_\_  
10-0802 First name \_\_\_\_\_  
10-0803 Middle initial/name \_\_\_\_\_  
10-0804 Last name \_\_\_\_\_  
10-0805 Home address \_\_\_\_\_  
10-0806 City \_\_\_\_\_  
10-0807 ZIP code \_\_\_\_\_  
10-0808 E-mail address \_\_\_\_\_  
10-0809 Appointing authority \_\_\_\_\_  
10-0810 Date term expires \_\_\_\_\_  
10-0811 Number of consecutive terms \_\_\_\_\_  
10-0812 Date initially appointed \_\_\_\_\_

10-0901 Position: Member \_\_\_\_\_  
10-0902 First name \_\_\_\_\_  
10-0903 Middle initial/name \_\_\_\_\_  
10-0904 Last name \_\_\_\_\_  
10-0905 Home address \_\_\_\_\_  
10-0906 City \_\_\_\_\_  
10-0907 ZIP code \_\_\_\_\_  
10-0908 E-mail address \_\_\_\_\_  
10-0909 Appointing authority \_\_\_\_\_  
10-0910 Date term expires \_\_\_\_\_  
10-0911 Number of consecutive terms \_\_\_\_\_  
10-0912 Date initially appointed \_\_\_\_\_

10-1001 Position: Member \_\_\_\_\_  
10-1002 First name \_\_\_\_\_  
10-1003 Middle initial/name \_\_\_\_\_  
10-1004 Last name \_\_\_\_\_  
10-1005 Home address \_\_\_\_\_  
10-1006 City \_\_\_\_\_  
10-1007 ZIP code \_\_\_\_\_  
10-1008 E-mail address \_\_\_\_\_  
10-1009 Appointing authority \_\_\_\_\_  
10-1010 Date term expires \_\_\_\_\_  
10-1011 Number of consecutive terms \_\_\_\_\_  
10-1012 Date initially appointed \_\_\_\_\_

10-1101 Position: Member \_\_\_\_\_  
10-1102 First name \_\_\_\_\_  
10-1103 Middle initial/name \_\_\_\_\_  
10-1104 Last name \_\_\_\_\_  
10-1105 Home address \_\_\_\_\_  
10-1106 City \_\_\_\_\_  
10-1107 ZIP code \_\_\_\_\_  
10-1108 E-mail address \_\_\_\_\_  
10-1109 Appointing authority \_\_\_\_\_  
10-1110 Date term expires \_\_\_\_\_  
10-1111 Number of consecutive terms \_\_\_\_\_  
10-1112 Date initially appointed \_\_\_\_\_

10-1201 Position: Member \_\_\_\_\_  
10-1202 First name \_\_\_\_\_  
10-1203 Middle initial/name \_\_\_\_\_  
10-1204 Last name \_\_\_\_\_  
10-1205 Home address \_\_\_\_\_  
10-1206 City \_\_\_\_\_  
10-1207 ZIP code \_\_\_\_\_  
10-1208 E-mail address \_\_\_\_\_

- 10-1209 Appointing authority \_\_\_\_\_  
10-1210 Date term expires \_\_\_\_\_  
10-1211 Number of consecutive terms \_\_\_\_\_  
10-1212 Date initially appointed \_\_\_\_\_
- 10-0991 What day of the month is the regular library board meeting? \_\_\_\_\_  
10-0992 What is the time of the regular library board meeting? \_\_\_\_\_

## 11 - Salary Section

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- 11-001 Annual salary of the director \_\_\_\_\_  
11-002 Does the library director have an employment contract? \_\_\_\_\_  
11-003 What is the current level of certification held by the library director?  
\_\_\_\_\_

- 11-004 Job Title - Assistant or Associate Director \_\_\_\_\_  
11-005 Certification Level \_\_\_\_\_  
11-006 Minimum Hourly Wage \_\_\_\_\_  
11-007 Maximum Hourly Wage \_\_\_\_\_

- 11-008 Job Title - Department Head, Manager or Supervisor \_\_\_\_\_  
11-009 Certification Level \_\_\_\_\_  
11-010 Minimum Hourly Wage \_\_\_\_\_  
11-011 Maximum Hourly Wage \_\_\_\_\_

- 11-012 Job Title - Branch Head \_\_\_\_\_  
11-013 Certification Level \_\_\_\_\_  
11-014 Minimum Hourly Wage \_\_\_\_\_  
11-015 Maximum Hourly Wage \_\_\_\_\_

- 11-016 Job Title - Administrative Assistant \_\_\_\_\_  
11-017 Certification Level \_\_\_\_\_  
11-018 Minimum Hourly Wage \_\_\_\_\_  
11-019 Maximum Hourly Wage \_\_\_\_\_

- 11-020 Job Title - Automation, Network or System Manager \_\_\_\_\_  
11-021 Certification Level \_\_\_\_\_  
11-022 Minimum Hourly Wage \_\_\_\_\_  
11-023 Maximum Hourly Wage \_\_\_\_\_

- 11-024 Job Title - Business Manager \_\_\_\_\_  
11-025 Certification Level \_\_\_\_\_  
11-026 Minimum Hourly Wage \_\_\_\_\_  
11-027 Maximum Hourly Wage \_\_\_\_\_

- 11-028 Job Title - Cataloging or Technical Services Librarian \_\_\_\_\_

- 11-029 Certification Level \_\_\_\_\_  
11-030 Minimum Hourly Wage \_\_\_\_\_  
11-031 Maximum Hourly Wage \_\_\_\_\_
- 11-032 Job Title - Children's Librarian \_\_\_\_\_  
11-033 Certification Level \_\_\_\_\_  
11-034 Minimum Hourly Wage \_\_\_\_\_  
11-035 Maximum Hourly Wage \_\_\_\_\_
- 11-036 Job Title - General Reference or Adult Librarian \_\_\_\_\_  
11-037 Certification Level \_\_\_\_\_  
11-038 Minimum Hourly Wage \_\_\_\_\_  
11-039 Maximum Hourly Wage \_\_\_\_\_
- 11-040 Job title - Young Adult Librarian \_\_\_\_\_  
11-041 Certification Level \_\_\_\_\_  
11-042 Minimum Hourly Wage \_\_\_\_\_  
11-043 Maximum Hourly Wage \_\_\_\_\_
- 11-044 Job Title - Indiana History, Local History, or Genealogy Librarian \_\_\_\_\_  
11-045 Certification Level \_\_\_\_\_  
11-046 Minimum Hourly Wage \_\_\_\_\_  
11-047 Maximum Hourly Wage \_\_\_\_\_
- 11-048 Job Title - Genealogy Reference Service \_\_\_\_\_  
11-049 Certification Level \_\_\_\_\_  
11-050 Minimum Hourly Wage \_\_\_\_\_  
11-051 Maximum Hourly Wage \_\_\_\_\_
- 11-052 Job Title - Audio Visual Librarian \_\_\_\_\_  
11-053 Certification Level \_\_\_\_\_  
11-054 Minimum Hourly Wage \_\_\_\_\_  
11-055 Maximum Hourly Wage \_\_\_\_\_
- 11-056 Job Title - Specialist (Professional) \_\_\_\_\_  
11-057 Certification Level \_\_\_\_\_  
11-058 Minimum Hourly Wage \_\_\_\_\_  
11-059 Maximum Hourly Wage \_\_\_\_\_
- 11-060 Job Title - Library Assistant \_\_\_\_\_  
11-061 Certification Level \_\_\_\_\_  
11-062 Minimum Hourly Wage \_\_\_\_\_  
11-063 Maximum Hourly Wage \_\_\_\_\_
- 11-064 Job Title - Bookkeeper or Treasurer \_\_\_\_\_  
11-065 Certification Level \_\_\_\_\_  
11-066 Minimum Hourly Wage \_\_\_\_\_  
11-067 Maximum Hourly Wage \_\_\_\_\_

- 11-068 Job Title - Secretary or Receptionist \_\_\_\_\_
- 11-069 Certification Level \_\_\_\_\_
- 11-070 Minimum Hourly Wage \_\_\_\_\_
- 11-071 Maximum Hourly Wage \_\_\_\_\_
  
- 11-072 Job Title - Library Technician (including computer) \_\_\_\_\_
- 11-073 Certification Level \_\_\_\_\_
- 11-074 Minimum Hourly Level \_\_\_\_\_
- 11-075 Maximum Hourly Level \_\_\_\_\_
  
- 11-076 Job Title - Clerk, Clerical or Aide \_\_\_\_\_
- 11-077 Certification Level \_\_\_\_\_
- 11-078 Minimum Hourly Wage \_\_\_\_\_
- 11-079 Maximum Hourly Wage \_\_\_\_\_
  
- 11-080 Job Title - Maintenance, Custodian, Janitor, or Housekeeper \_\_\_\_\_
- 11-081 Certification Level \_\_\_\_\_
- 11-082 Minimum Hourly Wage \_\_\_\_\_
- 11-083 Maximum Hourly Wage \_\_\_\_\_
  
- 11-084 Job Title - Security \_\_\_\_\_
- 11-085 Certification Level \_\_\_\_\_
- 11-086 Minimum Hourly Wage \_\_\_\_\_
- 11-087 Maximum Hourly Wage \_\_\_\_\_
  
- 11-088 Job Title - Bookmobile Driver \_\_\_\_\_
- 11-089 Certification Level \_\_\_\_\_
- 11-090 Minimum Hourly Wage \_\_\_\_\_
- 11-091 Maximum Hourly Wage \_\_\_\_\_
  
- 11-092 Job Title - Messenger/Courier \_\_\_\_\_
- 11-093 Certification Level \_\_\_\_\_
- 11-094 Minimum Hourly Wage \_\_\_\_\_
- 11-095 Maximum Hourly Wage \_\_\_\_\_
  
- 11-096 Job Title - Page, Intern or Student Assistant \_\_\_\_\_
- 11-097 Certification Level \_\_\_\_\_
- 11-098 Minimum Hourly Wage \_\_\_\_\_
- 11-099 Maximum Hourly Wage \_\_\_\_\_
  
- 11-100 Job Title - Temporary Substitute \_\_\_\_\_
- 11-101 Certification Level \_\_\_\_\_
- 11-102 Minimum Hourly Wage \_\_\_\_\_
- 11-103 Maximum Hourly Wage \_\_\_\_\_
  
- 11-104 Job Title - Interlibrary Loan \_\_\_\_\_
- 11-105 Certification Level \_\_\_\_\_

- 11-106 Minimum Hourly Wage \_\_\_\_\_
- 11-107 Maximum Hourly Wage \_\_\_\_\_
  
- 11-108 Job Title - Human Resources \_\_\_\_\_
- 11-109 Certification Level \_\_\_\_\_
- 11-110 Minimum Hourly Wage \_\_\_\_\_
- 11-111 Maximum Hourly Wage \_\_\_\_\_
  
- 11-112 Job Title - Marketing \_\_\_\_\_
- 11-113 Certification Level \_\_\_\_\_
- 11-114 Minimum Hourly Wage \_\_\_\_\_
- 11-115 Maximum Hourly Wage \_\_\_\_\_
  
- 11-116 Job Title - Circulation Librarian \_\_\_\_\_
- 11-117 Certification Level \_\_\_\_\_
- 11-118 Minimum Hourly Wage \_\_\_\_\_
- 11-119 Maximum Hourly Wage \_\_\_\_\_
  
- 11-120 Job Title - Other \_\_\_\_\_
- 11-121 Specify Other Job Title \_\_\_\_\_
- 11-122 Certification Level \_\_\_\_\_
- 11-123 Minimum Hourly Wage \_\_\_\_\_
- 11-124 Maximum Hourly Wage \_\_\_\_\_
  
- 11-125 Job Title - Other \_\_\_\_\_
- 11-126 Specify Other Job Title \_\_\_\_\_
- 11-127 Certification Level \_\_\_\_\_
- 11-128 Minimum Hourly Wage \_\_\_\_\_
- 11-129 Maximum Hourly Wage \_\_\_\_\_
  
- 11-130 Job Title - Other \_\_\_\_\_
- 11-131 Specify Other Job Title \_\_\_\_\_
- 11-132 Certification Level \_\_\_\_\_
- 11-133 Minimum Hourly Wage \_\_\_\_\_
- 11-134 Maximum Hourly Wage \_\_\_\_\_
  
- 11-135 Job Title - Other \_\_\_\_\_
- 11-136 Specify Other Job Title \_\_\_\_\_
- 11-137 Certification Level \_\_\_\_\_
- 11-138 Minimum Hourly Wage \_\_\_\_\_
- 11-139 Maximum Hourly Wage \_\_\_\_\_
  
- 11-140 Job Title - Other \_\_\_\_\_
- 11-141 Specify Other Job Title \_\_\_\_\_
- 11-142 Certification Level \_\_\_\_\_
- 11-143 Minimum Hourly Wage \_\_\_\_\_
- 11-144 Maximum Hourly Wage \_\_\_\_\_

Employee Fringe Benefit Information - Full-time Employees

- 11-501 PERF \_\_\_\_\_
- 11-502 Deferred Compensation \_\_\_\_\_
- 11-503 Health Insurance \_\_\_\_\_
- 11-504 Health Savings Account (HSA) \_\_\_\_\_
- 11-505 Dental Insurance \_\_\_\_\_
- 11-506 Life Insurance \_\_\_\_\_
- 11-507 Vision Insurance \_\_\_\_\_
- 11-508 Disability \_\_\_\_\_
- 11-509 Paid Time off for Continuing Education \_\_\_\_\_
- 11-510 Reimbursement for Continuing Education \_\_\_\_\_
- 11-511 Other1 (specify) \_\_\_\_\_
- 11-512 Other2 (specify) \_\_\_\_\_

Employee Fringe Benefit Information - Part-time Employees

- 11-513 PERF \_\_\_\_\_
- 11-514 Deferred Compensation \_\_\_\_\_
- 11-515 Health Insurance \_\_\_\_\_
- 11-516 Health Savings Account (HSA) \_\_\_\_\_
- 11-517 Dental Insurance \_\_\_\_\_
- 11-518 Life Insurance \_\_\_\_\_
- 11-519 Vision Insurance \_\_\_\_\_
- 11-520 Disability \_\_\_\_\_
- 11-521 Paid Time off for Continuing Education \_\_\_\_\_
- 11-522 Reimbursement for Continuing Education \_\_\_\_\_
- 11-523 Other1 (specify) \_\_\_\_\_
- 11-524 Other2 (specify) \_\_\_\_\_

Paid days off per year - Full-time Librarian

- 11-525 Number of Vacation Days \_\_\_\_\_
- 11-526 Number of Sick Days \_\_\_\_\_
- 11-527 Number of Personal Days \_\_\_\_\_
- 11-528 Holidays \_\_\_\_\_
- 11-529 Funeral/Bereavement \_\_\_\_\_
- 11-530 Other Days (specify) \_\_\_\_\_

Paid days off per year - Part-Time Librarian

- 11-531 Number of Vacation Days \_\_\_\_\_
- 11-532 Number of Sick Days \_\_\_\_\_
- 11-533 Number of Personal Days \_\_\_\_\_
- 11-534 Holidays \_\_\_\_\_
- 11-535 Funeral/Bereavement \_\_\_\_\_
- 11-536 Other Days \_\_\_\_\_

Paid days off per year - Full-Time Support Staff

- 11-537 Number of Vacation Days \_\_\_\_\_
- 11-538 Number of Sick Days \_\_\_\_\_
- 11-539 Number of Personal Days \_\_\_\_\_
- 11-540 Holidays \_\_\_\_\_
- 11-541 Funeral/Bereavement \_\_\_\_\_
- 11-542 Other Days \_\_\_\_\_

Paid days off per year - Part-Time Support Staff

- 11-543 Number of Vacation Days \_\_\_\_\_

- 11-544 Number of Sick Days \_\_\_\_\_
- 11-545 Number of Personal Days \_\_\_\_\_
- 11-546 Holidays \_\_\_\_\_
- 11-547 Funeral/Bereavement \_\_\_\_\_
- 11-548 Other Days \_\_\_\_\_

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

- 12-001 Did your library make any PLAC loans? \_\_\_\_\_
- 12-002 Adams Public Library System \_\_\_\_\_
- 12-003 Akron Carnegie Public Library \_\_\_\_\_
- 12-004 Alexandria-Monroe Public Library \_\_\_\_\_
- 12-005 Alexandrian Public Library \_\_\_\_\_
- 12-006 Allen County Public Library \_\_\_\_\_
- 12-007 Anderson Public Library \_\_\_\_\_
- 12-008 Andrews-Dallas Township Public Library \_\_\_\_\_
- 12-009 Argos Public Library \_\_\_\_\_
- 12-010 Attica Public Library \_\_\_\_\_
- 12-011 Aurora Public Library District \_\_\_\_\_
- 12-012 Avon-Washington Township Public Library \_\_\_\_\_
- 12-013 Bartholomew County Public Library \_\_\_\_\_
- 12-014 Barton Rees Pogue Memorial Public Library \_\_\_\_\_
- 12-015 Batesville Memorial Public Library \_\_\_\_\_
- 12-016 Bedford Public Library \_\_\_\_\_
- 12-017 Bell Memorial Public Library \_\_\_\_\_
- 12-018 Benton County Public Library \_\_\_\_\_
- 12-019 Berne Public Library \_\_\_\_\_
- 12-020 Bicknell-Vigo Township Public Library \_\_\_\_\_
- 12-021 Bloomfield-Eastern Greene County Public Library \_\_\_\_\_
- 12-022 Boonville-Warrick County Public Library \_\_\_\_\_
- 12-023 Boswell-Grant Township Public Library \_\_\_\_\_
- 12-024 Bourbon Public Library \_\_\_\_\_
- 12-025 Brazil Public Library \_\_\_\_\_
- 12-026 Bremen Public Library \_\_\_\_\_
- 12-027 Bristol-Washington Township Public Library \_\_\_\_\_
- 12-028 Brook-Iroquois-Washington Township Public Library \_\_\_\_\_
- 12-029 Brookston-Prairie Township Public Library \_\_\_\_\_
- 12-030 Brown County Public Library \_\_\_\_\_
- 12-031 Brownsburg Public Library \_\_\_\_\_
- 12-032 Brownstown Public Library \_\_\_\_\_

- 12-033 Butler Public Library \_\_\_\_\_
- 12-034 Cambridge City Public Library \_\_\_\_\_
- 12-035 Camden-Jackson Township Public Library \_\_\_\_\_
- 12-036 Carmel Clay Public Library \_\_\_\_\_
- 12-037 Carnegie Public Library Of Steuben County \_\_\_\_\_
- 12-038 Centerville-Center Township Public Library \_\_\_\_\_
- 12-039 Charlestown Clark County Public Library \_\_\_\_\_
- 12-040 Churubusco Public Library \_\_\_\_\_
- 12-041 Clayton-Liberty Township Public Library \_\_\_\_\_
- 12-042 Clinton Public Library \_\_\_\_\_
- 12-043 Coatesville-Clay Township Public Library \_\_\_\_\_
- 12-044 Colfax-Perry Township Public Library \_\_\_\_\_
- 12-045 Converse-Jackson Township Public Library \_\_\_\_\_
- 12-046 Covington-Veedersburg Public Library \_\_\_\_\_
- 12-047 Crawford County Public Library \_\_\_\_\_
- 12-048 Crawfordsville District Public Library \_\_\_\_\_
- 12-049 Crown Point Community Public Library \_\_\_\_\_
- 12-050 Culver-Union Township Public Library \_\_\_\_\_
- 12-051 Danville-Center Township Public Library \_\_\_\_\_
- 12-052 Darlington Public Library \_\_\_\_\_
- 12-053 Delphi Public Library \_\_\_\_\_
- 12-054 Dublin Public Library \_\_\_\_\_
- 12-055 Dunkirk Public Library \_\_\_\_\_
- 12-056 Earl Park Public Library \_\_\_\_\_
- 12-057 East Chicago Public Library \_\_\_\_\_
- 12-058 Eckhart Public Library \_\_\_\_\_
- 12-059 Edinburgh Wright-Hageman Public Library \_\_\_\_\_
- 12-060 Elkhart Public Library \_\_\_\_\_
- 12-061 Evansville-Vanderburgh Public Library \_\_\_\_\_
- 12-062 Fairmount Public Library \_\_\_\_\_
- 12-063 Farmland Public Library \_\_\_\_\_
- 12-064 Fayette County Public Library \_\_\_\_\_
- 12-065 Flora-Monroe Township Public Library \_\_\_\_\_
- 12-066 Fort Branch-Johnson Township Public Library \_\_\_\_\_
- 12-067 Fortville-Vernon Township Public Library \_\_\_\_\_
- 12-068 Francesville-Salem Township Public Library \_\_\_\_\_
- 12-069 Frankfort Community-Clinton County Contractual Public Library \_\_\_\_\_
- 12-070 Franklin County Public Library District \_\_\_\_\_
- 12-071 Fremont Public Library \_\_\_\_\_
- 12-072 Fulton County Public Library \_\_\_\_\_
- 12-073 Garrett Public Library \_\_\_\_\_
- 12-074 Gary Public Library \_\_\_\_\_
- 12-075 Gas City-Mill Township Public Library \_\_\_\_\_
- 12-076 Goodland & Grant Township Public Library \_\_\_\_\_
- 12-077 Goshen Public Library \_\_\_\_\_
- 12-078 Greensburg-Decatur County Contractual Public Library \_\_\_\_\_
- 12-079 Greentown & Eastern Howard School Public Library \_\_\_\_\_
- 12-080 Greenwood Public Library \_\_\_\_\_

- 12-081 Hagerstown-Jefferson Township Public Library \_\_\_\_\_
- 12-082 Hamilton East Public Library \_\_\_\_\_
- 12-083 Hamilton North Public Library \_\_\_\_\_
- 12-084 Hammond Public Library \_\_\_\_\_
- 12-085 Hancock County Public Library \_\_\_\_\_
- 12-086 Harrison County Public Library \_\_\_\_\_
- 12-087 Hartford City Public Library \_\_\_\_\_
- 12-088 Henry Henley Public Library IN0165 \_\_\_\_\_
- 12-089 Huntingburg Public Library \_\_\_\_\_
- 12-090 Huntington City-Township Public Library \_\_\_\_\_
- 12-091 Hussey-Mayfield Memorial Public Library \_\_\_\_\_
- 12-092 Indianapolis-Marion County Public Library \_\_\_\_\_
- 12-093 Jackson County Public Library \_\_\_\_\_
- 12-094 Jasonville Public Library \_\_\_\_\_
- 12-095 Jasper County Public Library \_\_\_\_\_
- 12-096 Jasper-Dubois County Contractual Public Library \_\_\_\_\_
- 12-097 Jay County Public Library \_\_\_\_\_
- 12-098 Jefferson County Public Library \_\_\_\_\_
- 12-099 Jeffersonville Township Public Library \_\_\_\_\_
- 12-100 Jennings County Public Library \_\_\_\_\_
- 12-101 Johnson County Public Library \_\_\_\_\_
- 12-102 Jonesboro Public Library \_\_\_\_\_
- 12-103 Joyce Public Library \_\_\_\_\_
- 12-104 Kendallville Public Library \_\_\_\_\_
- 12-105 Kentland-Jefferson Township Public Library \_\_\_\_\_
- 12-106 Kewanna-Union Township Public Library \_\_\_\_\_
- 12-107 Kingman-Millcreek Public Library \_\_\_\_\_
- 12-108 Kirklintown Public Library \_\_\_\_\_
- 12-109 Knightstown Public Library \_\_\_\_\_
- 12-110 Knox County Public Library \_\_\_\_\_
- 12-111 Kokomo-Howard County Public Library \_\_\_\_\_
- 12-112 La Crosse Public Library \_\_\_\_\_
- 12-113 La Grange County Public Library \_\_\_\_\_
- 12-114 La Porte County Public Library \_\_\_\_\_
- 12-115 Ladoga-Clark Township Public Library \_\_\_\_\_
- 12-116 Lake County Public Library \_\_\_\_\_
- 12-117 Lawrenceburg Public Library \_\_\_\_\_
- 12-118 Lebanon Public Library \_\_\_\_\_
- 12-119 Ligonier Public Library \_\_\_\_\_
- 12-120 Lincoln Heritage Public Library \_\_\_\_\_
- 12-121 Linden Carnegie Public Library \_\_\_\_\_
- 12-122 Linton Public Library \_\_\_\_\_
- 12-123 Logansport-Cass County Public Library \_\_\_\_\_
- 12-124 Loogootee Public Library \_\_\_\_\_
- 12-125 Lowell Public Library \_\_\_\_\_
- 12-126 Marion Public Library \_\_\_\_\_
- 12-127 Matthews Public Library \_\_\_\_\_
- 12-128 Melton Public Library \_\_\_\_\_

- 12-129 Michigan City Public Library \_\_\_\_\_
- 12-130 Middlebury Community Public Library \_\_\_\_\_
- 12-131 Middletown Fall Creek Township Public Library \_\_\_\_\_
- 12-132 Milford Public Library \_\_\_\_\_
- 12-133 Mishawaka-Penn\_Harris Public Library \_\_\_\_\_
- 12-134 Mitchell Community Public Library \_\_\_\_\_
- 12-135 Monon Town & Township Public Library \_\_\_\_\_
- 12-136 Monroe County Public Library \_\_\_\_\_
- 12-137 Monterey-Tippecanoe Township Public Library \_\_\_\_\_
- 12-138 Montezuma Public Library \_\_\_\_\_
- 12-139 Monticello-Union Township Public Library \_\_\_\_\_
- 12-140 Montpelier-Harrison Township Public Library \_\_\_\_\_
- 12-141 Mooresville Public Library \_\_\_\_\_
- 12-142 Morgan County Public Library \_\_\_\_\_
- 12-143 Morrisson Reeves Library \_\_\_\_\_
- 12-144 Muncie-Center Township Public Library \_\_\_\_\_
- 12-145 Nappanee Public Library \_\_\_\_\_
- 12-146 New Albany-Floyd County Public Library \_\_\_\_\_
- 12-147 New Carlisle & Olive Township Public Library \_\_\_\_\_
- 12-148 New Castle-Henry County Public Library \_\_\_\_\_
- 12-149 New Harmony Workingmen's Institute \_\_\_\_\_
- 12-150 Newton County Public Library \_\_\_\_\_
- 12-151 Noble County Public Library \_\_\_\_\_
- 12-152 North Judson-Wayne Township Public Library \_\_\_\_\_
- 12-153 North Madison County Public Library System \_\_\_\_\_
- 12-154 North Manchester Public Library \_\_\_\_\_
- 12-155 North Webster Community Public Library \_\_\_\_\_
- 12-156 Oakland City-Columbia Township Public Library \_\_\_\_\_
- 12-157 Odon Winkelpleck Public Library \_\_\_\_\_
- 12-158 Ohio County Public Library \_\_\_\_\_
- 12-159 Ohio Township Public Library System \_\_\_\_\_
- 12-160 Orleans Town & Township Public Library \_\_\_\_\_
- 12-161 Osgood Public Library \_\_\_\_\_
- 12-162 Otterbein Public Library \_\_\_\_\_
- 12-163 Owen County Public Library \_\_\_\_\_
- 12-164 Owensville Carnegie Public Library \_\_\_\_\_
- 12-165 Oxford Public Library \_\_\_\_\_
- 12-166 Paoli Public Library \_\_\_\_\_
- 12-167 Peabody Public Library \_\_\_\_\_
- 12-168 Pendleton Community Public Library \_\_\_\_\_
- 12-169 Penn Township Public Library \_\_\_\_\_
- 12-170 Perry County Public Library \_\_\_\_\_
- 12-171 Peru Public Library \_\_\_\_\_
- 12-172 Pierceton & Washington Township Public Library \_\_\_\_\_
- 12-173 Pike County Public Library \_\_\_\_\_
- 12-174 Plainfield-Guilford Township Public Library \_\_\_\_\_
- 12-175 Plymouth Public Library \_\_\_\_\_
- 12-176 Porter County Public Library System \_\_\_\_\_

- 12-177 Poseyville Carnegie Public Library \_\_\_\_\_
- 12-178 Princeton Public Library \_\_\_\_\_
- 12-179 Pulaski County Public Library \_\_\_\_\_
- 12-180 Putnam County Public Library \_\_\_\_\_
- 12-181 Remington-Carpenter Township Public Library \_\_\_\_\_
- 12-182 Ridgeville Public Library \_\_\_\_\_
- 12-183 Roachdale-Franklin Township Public Library \_\_\_\_\_
- 12-184 Roann Paw-Paw Township Public Library \_\_\_\_\_
- 12-185 Roanoke Public Library \_\_\_\_\_
- 12-186 Rockville Public Library \_\_\_\_\_
- 12-187 Royal Center-Boone Township Public Library \_\_\_\_\_
- 12-188 Rushville Public Library \_\_\_\_\_
- 12-189 Salem-Washington Township Public Library \_\_\_\_\_
- 12-190 Scott County Public Library \_\_\_\_\_
- 12-191 Shelby County Public Library \_\_\_\_\_
- 12-192 Sheridan Public Library \_\_\_\_\_
- 12-193 Shoals Public Library \_\_\_\_\_
- 12-194 South Whitley-Cleveland Township Public Library \_\_\_\_\_
- 12-195 Speedway Public Library \_\_\_\_\_
- 12-196 Spencer County Public Library \_\_\_\_\_
- 12-197 Spiceland Town-Township Public Library \_\_\_\_\_
- 12-198 St. Joseph County Public Library \_\_\_\_\_
- 12-199 Starke County Public Library System \_\_\_\_\_
- 12-200 Sullivan County Public Library \_\_\_\_\_
- 12-201 Swayzee Public Library \_\_\_\_\_
- 12-202 Switzerland County Public Library \_\_\_\_\_
- 12-203 Syracuse-Turkey Creek Township Public Library \_\_\_\_\_
- 12-204 Thorntown Public Library \_\_\_\_\_
- 12-205 Tippecanoe County Public Library \_\_\_\_\_
- 12-206 Tipton County Public Library \_\_\_\_\_
- 12-207 Tyson Library Association, Inc \_\_\_\_\_
- 12-208 Union City Public Library \_\_\_\_\_
- 12-209 Union County Public Library \_\_\_\_\_
- 12-210 Van Buren Public Library \_\_\_\_\_
- 12-211 Vermillion County Public Library \_\_\_\_\_
- 12-212 Vigo County Public Library \_\_\_\_\_
- 12-213 Wabash Carnegie Public Library \_\_\_\_\_
- 12-214 Wakarusa-Olive & Harrison Township Public Library \_\_\_\_\_
- 12-215 Walkerton-Lincoln Township Public Library \_\_\_\_\_
- 12-216 Walton & Tipton Township Public Library \_\_\_\_\_
- 12-217 Wanatah Public Library \_\_\_\_\_
- 12-218 Warren Public Library \_\_\_\_\_
- 12-219 Warsaw Community Public Library \_\_\_\_\_
- 12-220 Washington Carnegie Public Library \_\_\_\_\_
- 12-221 Washington Township Public Library \_\_\_\_\_
- 12-222 Waterloo-Grant Township Public Library \_\_\_\_\_
- 12-223 Waveland-Brown Township Public Library \_\_\_\_\_
- 12-224 Wells County Public Library \_\_\_\_\_

- 12-225 West Lafayette Public Library \_\_\_\_\_
- 12-226 West Lebanon-Pike Township Public Library \_\_\_\_\_
- 12-227 Westchester Public Library \_\_\_\_\_
- 12-228 Westfield-Washington Public Library \_\_\_\_\_
- 12-229 Westville-New Durham Township Public Library \_\_\_\_\_
- 12-230 Whiting Public Library \_\_\_\_\_
- 12-231 Willard Library of Evansville \_\_\_\_\_
- 12-232 Williamsport-Washington Township Public Library \_\_\_\_\_
- 12-233 Winchester Community Public Library \_\_\_\_\_
- 12-234 Wolcott Community Public Library \_\_\_\_\_
- 12-235 Worthington Jefferson Township Public Library \_\_\_\_\_
- 12-236 York Township Public Library \_\_\_\_\_
- 12-237 Yorktown Public Library \_\_\_\_\_
  
- 12-238 TOTAL PLAC Loans \_\_\_\_\_

13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001 Does your library comply with Public Library Law under IC 36-12?

\_\_\_\_\_

13-002 If the answer to 13-001 is NO, explain: \_\_\_\_\_

13-003 Does your library comply with other Indiana laws that affect municipal corporations?

\_\_\_\_\_

13-004 If the answer to 13-003 is NO, explain: \_\_\_\_\_

13-005 Does your library comply with all federal laws affecting employment practice?

\_\_\_\_\_

13-006 If the answer to 13-005 is NO, explain: \_\_\_\_\_

13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? \_\_\_\_\_

13-008 If the answer to 13-007 is NO, explain: \_\_\_\_\_

13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? \_\_\_\_\_

13-010 If the answer to 13-009 is NO, explain: \_\_\_\_\_

13-011 Do the library board and the director maintain separate functions?

\_\_\_\_\_

13-012 Is the board responsible for governance and policy? \_\_\_\_\_

13-013 Is the director responsible for administration, operation and management of the library?  
\_\_\_\_\_

13-014 Does the director work full-time? \_\_\_\_\_

13-015 Does the director have the required certification under 590 IAC 5? (Check <https://mylicense.in.gov/EVerification/Search.aspx> if any question occurs.)  
\_\_\_\_\_

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-016 A schedule of classification of employees \_\_\_\_\_

13-017 An annual schedule of salaries \_\_\_\_\_

13-018 A proposed library budget \_\_\_\_\_

Personnel Policies

Has the library board adopted the written personnel policies and procedures dealing with:

13-019 Recruitment? \_\_\_\_\_

13-020 Selection? \_\_\_\_\_

13-021 Appointments? \_\_\_\_\_

13-022 Personnel actions? \_\_\_\_\_

13-023 Salary administration? \_\_\_\_\_

13-024 Employee benefits? \_\_\_\_\_

13-025 The conditions of work? \_\_\_\_\_

13-026 Leaves? \_\_\_\_\_

13-027 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? \_\_\_\_\_

13-028 Does the library have current, written bylaws that state its purpose and its operational procedures? \_\_\_\_\_

13-029 Do the library bylaws specifically state rules governing conflicts of interest issues?  
\_\_\_\_\_

13-030 Do the library bylaws specifically state rules governing nepotism?  
\_\_\_\_\_

13-031 Have the bylaws been reviewed by the board in the last three (3) years?  
\_\_\_\_\_

13-032 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library? \_\_\_\_\_

13-033 Does your library have a written collection development plan? \_\_\_\_\_

13-034 Does your library have a written circulation policy detailing the principles of access for all library materials and service? \_\_\_\_\_

13-035 Does your library provide support for continuing education for staff and trustees?  
\_\_\_\_\_

Long Range Plan

13-036 Does the library have a written long-range plan of service? \_\_\_\_\_

13-037 What year did your current long range plan begin? \_\_\_\_\_

13-038 What year does your current long range plan end? \_\_\_\_\_

13-039 Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan? \_\_\_\_\_

13-040 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?  
\_\_\_\_\_

13-041 Does your long-range plan include a statement of community needs and goals?  
\_\_\_\_\_

13-042 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? \_\_\_\_\_

13-043 Does your long-range plan include an assessment of facilities, services, technology, and operations? \_\_\_\_\_

13-044 Does your long-range plan include an ongoing evaluation process?  
\_\_\_\_\_

13-045 Does your long-range plan include a plan for financial resources and sustainability?  
\_\_\_\_\_

13-046 Does your long-range plan include an equipment replacement schedule?  
\_\_\_\_\_

13-047 Does your long-range plan include a professional development strategy?  
\_\_\_\_\_

13-048 Does your long-range plan include a statement of collaboration with other public libraries?  
\_\_\_\_\_

13-049 Does your long-range plan include a statement of collaboration with other community partners? \_\_\_\_\_

#### Resource Sharing

13-050 Does your library provide interlibrary loan free of charge to other libraries within Indiana?  
\_\_\_\_\_

Answer YES if your policy is to lend, even if no loans were requested. \_\_\_\_\_

13-051 Does your library provide interlibrary loan free of charge to your users?  
\_\_\_\_\_

Answer YES if your policy is to lend, even if no loans were requested. \_\_\_\_\_

13-052 Does the library lend materials via a statewide reciprocal borrowing program?  
\_\_\_\_\_

13-053 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? \_\_\_\_\_

13-054 If the answer to 13-053 is yes, please list libraries with which you have reciprocal borrowing agreements. \_\_\_\_\_

13-055 Does the library lend materials using the OCLC Resource Sharing system?  
\_\_\_\_\_

13-056 Is the library a member of Evergreen Indiana? \_\_\_\_\_

13-057 How many days per week does your library receive INfo Express courier service?  
\_\_\_\_\_

Does the library provide adult services, including:

13-058 Reference services, including knowledge of and access to reference materials, including INSPIRE? \_\_\_\_\_

13-059 A collection of materials for adults? \_\_\_\_\_

13-060 A space designated for adults in each fixed location? \_\_\_\_\_

Does the library provide young adult services, including:

13-061 Reference services, including knowledge of and access to reference materials, including INSPIRE? \_\_\_\_\_

13-062 A collection of materials for young adults? \_\_\_\_\_

13-063 A space designated for young adults in each fixed location? \_\_\_\_\_

Does the library provide children's services, including:

13-064 Reference services, including knowledge of and access to reference materials, including INSPIRE? \_\_\_\_\_

13-065 A collection of materials for children? \_\_\_\_\_

13-066 A space designated for children in each fixed location? \_\_\_\_\_

Public Access

13-067 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?  
\_\_\_\_\_

13-068 Does the library provide computers for the free use of all persons, regardless of residency?  
\_\_\_\_\_

13-069 Does your library provide a means for the public to print and make copies at each location?  
\_\_\_\_\_

Website

Does your library's website include:

13-070 Current hours of operation? \_\_\_\_\_

13-071 A physical address (or addresses) for your library? \_\_\_\_\_

13-072 A map for each fixed location? \_\_\_\_\_

13-073 A telephone number? \_\_\_\_\_

13-074 An e-mail address or other means of electronic contact? \_\_\_\_\_

13-075 A link to INSPIRE.in.gov? \_\_\_\_\_

13-076 Publicly posted policies, including, but not limited to, circulation, fees, and internet use policies? \_\_\_\_\_

13-077 A link to the library's online public access catalog? \_\_\_\_\_

13-078 A calendar or schedule of events and programs, which shall be updated at least monthly, including the dates for the library board meetings? \_\_\_\_\_

14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13. \_\_\_\_\_

15 - Supplemental Questions  
DNR STATE PARKS PASS PROGRAM

The Indiana State Library and Department of Natural Resources are interested in hearing your feedback on the parks pass program this year.

15-001 How many times was the pass (or passes) checked out? \_\_\_\_\_

15-002 Did the Parks Pass Program bring any new patrons to the library?  
\_\_\_\_\_

COLLABORATIVE SUMMER LIBRARY PROGRAM

Please tell us how you used the 2017 Collaborative Summer Library Program ("Build a Better World") materials supplied to every library system by the Indiana State Library.

Mark ALL that apply:

15-003 We used the theme/slogan \_\_\_\_\_

15-004 We used the artwork \_\_\_\_\_

15-005 We used ideas from the programming manual \_\_\_\_\_

15-006 We did NOT use the Collaborative Summer Library Program materials in any way during Summer 2017 \_\_\_\_\_

#### MAKERSPACES

15-007 Does your library have a makerspace within the library, or provide access to any of the following equipment?

Coding \_\_\_\_\_

3D printing \_\_\_\_\_

Laser Cutting \_\_\_\_\_

Soldering \_\_\_\_\_

Electronics (e.g. Arduino) \_\_\_\_\_

Robot building / Robotics \_\_\_\_\_

Circuits and Electricity \_\_\_\_\_

Sewing / textile arts \_\_\_\_\_

Woodworking \_\_\_\_\_

Video or audio production \_\_\_\_\_

#### MEETING ROOMS

15-008 Does your library offer meeting rooms for public use? \_\_\_\_\_

If so, what do you provide for meeting room users?

Select all that apply:

Wifi \_\_\_\_\_

Projector \_\_\_\_\_

Computer or laptop for presenter \_\_\_\_\_

Multiple computers or laptops in a lab setup \_\_\_\_\_

Microphone \_\_\_\_\_

Speakers \_\_\_\_\_

Screen \_\_\_\_\_

Dry erase board \_\_\_\_\_

Onsite tech support for equipment \_\_\_\_\_

15-009 If you provide access to computers in your meeting room, how many computers are available?

\_\_\_\_\_

15-010 Does your library offer virtual reality headsets for programming or public use?

\_\_\_\_\_

15-011 Does your library use a website building tool? \_\_\_\_\_

If so, please describe. \_\_\_\_\_

15-012 Did your library receive any grants in 2017? \_\_\_\_\_

If so, please list the grantor and purpose for the grant. \_\_\_\_\_

#### CERTIFICATION

Click here to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by March 1, 2018.